

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334.

Attention: Scheduling S	Section. The section of the section	Division, you depi	, ritorios, Atlanta, C	Judgia, Judga,
FOR AGENCY USE	1. Agency Address	arrived in the state of the sta	FOR RECORDS	MANAGEMENT USE
Application Date	*	; • 1	Application Number	
2/4/83	Georgia Ports Autho	гіту		146-A
Application Number	Finance Division		Date Received	Date Completed
	Post Office Box 240		1	·
11 <u>6</u> ,1	Savannah, Georgia 3		FEB 1 3 1984	MAY 3 0 1904
2. Person to Contact		Working Title		Tèlephone Number
Jim Spann		Accountant	(912)	964-3902
3. Action Requested	, i			
_	Schedule, record will continue to a		•	
	cumulation; no further accumulat			
	No. 78-246 Check On			
4. Dates of Series Earliest Latest	5. Records Series Title (followe	d by title used in office; in	f different)	
Earliest Latest				
1979 To Date	Time Card File			
6. Division and Office Function	What is the function of the	he Division and the Office	in which this record se	ries is created?
The Director of Fin	ance is responsible for	the accounts of	the Authority and	d establiches
	nting methods and proce			
	sible for the auditing			
· · · · · · · · · · · · · · · · · · ·	ts of the Authority; pr	— ,		· ·
	ocedures and assures pr	•		
	ates the preparation of			
	on, financial reports a			
records are prepare		•		
• •				
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7. Record Series Description	This file contains the following Attach samples of the file.	documents (include form	numbers and titles, if a	nny):
Documents relating to:	Payroli.			
bocoments relating to.	rayioii.		i	
		•		
Included are:	Time cards for all ho	ourly employees of	Georgia Ports A	uthority.
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' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '				
Etta la appara de	Changelasias Herbert	n - mahara a 4		
File is arranged:	Chronologically by de	epartment.		
8. Monthly Reference Rate	How often are records refer	_		_
	; Seven to twelve months	old ; Thirtee	n to twenty-four month	ns old2;
twenty-five months and older	r?	ng dikang dipinah ang kanggang palamanan kanah mag alam ang alam ang	•	
9. Annual Rate of Accumulatio	mind Danasala		\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
Letter-size drawers		; Shelves	_; Other (specify)	5 state size boxe
AR-50-71; Rev. 76	and the same of the same support of the same s	(Over)	的,可以企业,所以可以企业。(),不可以企业(),在 2002年(ADD)的,企业(neer ja Kaliine deele kasa oo taada sa ada ka ka

YES NO 10. Questionnaire	(Place an "X" in the proper c	nmula (nmula	
	cial copy of the series?		
		n requiring security handling? If yes, cite law o	or regulation
× ·	1	in requiring security nationalign in yes, title law c	i regulation.
X c. Is this a vital re	— <u></u>	Supporting documents f	or pouroll-long to
	•	earch value? Supporting documents for necessary to keep the entire file for a long period.	· · · · · · · · · · · · · · · · · · ·
	scheduled separately?	thecessary to keep the entire me for a long perm	ou, could these
X f. Is the informat	tion contained in this series ever	published? If yes, attach copy,	1 1
g. Is the informat		analyzed and/or recorded in a summarized repo	rt?
h. Is there a dupli	ication of this series in your offic	ce, or in another office or agency? I copies of cards for brief perio	ds of time.
		microfilmed?	
	d series result in a computer prin		
11. Retention Requirements	The following requi	res the series to be kept:	
a. State Law	years.	d. Audit period	years,
b. Statute of limitation			5 years.
c. Federal law	years,	f. Federal retention instructions	years.
Attach copy or excerpt of to \mathcal{O} . C. G.A. $9-3-$	laws or regulations. Explain admi	inistrative need.	t · ·
			1
A COLOR DE LA COLO			the state of the s
12. Approved Disposition Insti		nends that the file series be cut off at the end of	
	Ki Calendar Year; C	☐ Fiscal Year; ☐ Other ☐ ☐ ☐	tnen,
☐ ☐ Hold in the current file:	s àrea 3 month(s)	year(s); then	
	ig area, hold 5year(s		
☐ Transfer to State Recor	'ds Center; hold, yea	ar(s); then	
•	ves for permanent retention.		
☐ Other (Specify)	,		
		$\sqrt{\epsilon}$	
		C. C. September	
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			,
			\wedge
These instructions apply to	o all prior and future accumulati	ons of the series.	March 1
Agency Head/Designee (Signa	ture) Date	Records Management Officer (Signaruse)	V N Sate
1/1/1/	0,-1-	M. M. Maria	Jy W 2 mad
- Alug	2/184	and " osely WW	1 1 - 1 - 87
		State Records Committee (Signature	e) Date
Recommendations in paragraph 12 are approved.	State Auditor/Designee	1) set is	1-2-84
(If disapproved, attach letter	Octor / tourcol / Designed	June W	11 0-0/
of explanation.)	Secretary of State/Designee	Whord Welder	14/30/84
	Attorney General/Designee		and a li
	1 Attorney General/Designee	Reverse Side	- 3/30/42V



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT, DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS N	MANAGEMENT USE
Application Date	Georgia Ports Authority	Application Number	
10-4-78	Finance Division	78-24	16
Application Number	Post Office Box 2406 Savannah, Georgia 31402	Date Received	Date Completed
31	Savannan, Georgia S1402	OCT 2 7 1978	NOV 2 8 1978
2. Person to Contact John Rowland	Working Title Accounting Manager		Telephone Number 964-1721, 264
3. Action Requested			
•	Schedule; record will continue to accumulate.		
	cumulation; no further accumulation anticipated.	•	
c. 🛛 Amend Application			
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if di	ferent)	
1974 To Date 6. Division and Office Function	Time Card File What is the function of the Division and the Office in		
and maintains account for the Directors' rall contracts, lease with adequate intervalues divisions. and related financia function is also a	ance is responsible for the accounts of the nting methods and procedures for the Author meetings; is responsible for the auditing a es and agreements of the Authority; provide nal control procedures and assures proper i ies; and coordinates the preparation of the Under his supervision, monthly financial sal and cost data reports are prepared and part of his responsibility as well as the material to the Authority.	ity. He appro- nd accounting s protection o- nsurance cover- annual budget tatements are istributed. T	ves all expenses provisions of the assets ages for the with the published he purchasing
7. Record Series Description	This file contains the following documents (include form nu	mbers and titles, if ar	ny):
•	Attach samples of the file.	•	•
Documents relating to:	Recording employees' hours.		
Included are:	Card form showing name of employee, pay phours worked, date and amount. Signature that hours shown are correct. The hourly shown on the reverse of card.	of supervisor	indicating
• ,			
1	- ·	- ,	
File is arranged:	By division, by social security number.		
8. Monthly Reference Rate	How often are records referred to which are:		
One to six months old3 twenty-five months and older	$\frac{0}{1}$; Seven to twelve months old $\frac{15}{1}$; Thirteen to		old;
9. Annual Rate of Accumulatio	· · · · · · · · · · · · · · · · · · ·		
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YES NO	10. Questionnaire		corine		, 4
x	a. Is this the office If not, where is		: 3611631		<u>.</u> ,
	1		lential informatio	n requiring security handling? If yes, cite law or regu	ılation.
X X	c. Is this a vital re	[1
X	d. Does this series		l or long term res	earch value?	
X	e. When one or to documents be			necessary to keep the entire file for a long period, co	uld these
x		· ,		published? If yes, attach copy.	
x	g. Is the informat	tion contained i	in this series ever	analyzed and/or recorded in a summarized report? appears in general ledger and payro	ll file.
				ce, or in another office or agency?	
_ X	If yes, where?		on of it! regularly	microfilmed?	
x [n a computer prin		
1. Retent	tion Requirements	Th	e following requi	res the series to be kept:	5
	te Law	7	years.	d. Audit period	3years.
-	tute of limitation deral law	•	years.		years.
C. Pec	Jerai law	*	year\$.	f. Federal retention instructions	years.
Attach	copy or excerpt of l	aws or regulation	ons. Explain admi	inistrative need.	
		en in de la company de la comp			
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2 Annea	ved Disposition Instr	ructions Th	is agency recomm	nends that the file series be cut off at the end of each:	
D21 Ho D21 Tra	ld in the current files insfer to local holdin insfer to State Recor	s area3 g area, hold	month(s) 3year(s)	☐ Fiscal Year; ☐ Otheryear(s); then	then,
Ø Ho Ø Tra ☐ Tra Ø Des	insfer to local holdin	s area,3 g area, hold ds Center; hold	month(s) 3year(s) Iyea	☐ Fiscal Year; ☐ Otheryear(s); then	then,
Ø Ho Ø Tra ☐ Tra Ø Des	insfer to local holdin insfer to State Recor stroy, insfer to State Archiv	s area,3 g area, hold ds Center; hold	month(s) 3year(s) Iyea	☐ Fiscal Year; ☐ Otheryear(s); then	then,
☑ Ho ☑ Tra ☑ Tra ☑ Des	insfer to local holdin insfer to State Recor stroy, insfer to State Archiv her (Specify)	s area3 g area, hold ds Center; hold ves for permane	month(s)3year(s) Iyear ent retention.	☐ Fiscal Year; ☐ Otheryear(s); then	then,
Ø Ho Ø Tra ☐ Tra Ø Des	insfer to local holdin insfer to State Recor stroy, insfer to State Archiv	s area3 g area, hold ds Center; hold ves for permane	month(s)3year(s) Iyear ent retention.	☐ Fiscal Year; ☐ Otheryear(s); then	then,
Ø Ho Ø Tra ☐ Tra Ø Des	insfer to local holdin insfer to State Recor stroy, insfer to State Archiv her (Specify)	s area3 g area, hold ds Center; hold ves for permane	month(s)3year(s) Iyear ent retention.	☐ Fiscal Year; ☐ Otheryear(s); then	then,
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☑ Ho ☑ Tra ☑ Tra ☑ Des □ Oth □ Oth	insfer to local holding insfer to State Recorstroy. Insfer to State Archiver (Specify) instructions apply to ad/Designee (Signal	g area3 g area, hold ds Center; hold ves for permane	month(s)	year(s); then year(s); then ar(s); then	Date
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My Ho My Tra Tra Det Tra Oth	insfer to local holding insfer to State Recorstroy. Insfer to State Archiver (Specify) instructions apply to ad/Designee (Signal	g area3 g area, hold ds Center; hold ves for permane	month(s)	year(s); then year(s); then ar(s); then	Date
These Agency He Recommentage 12 ar	insfer to local holding insfer to State Recorstroy. Insfer to State Archiver (Specify) instructions apply to ad/Designee (Signal Archiver) industrial additions in parate approved.	g area3 g area, hold ds Center; hold ves for permane ture)	month(s)	Fiscal Year: Other	Date 10-13-118
These Agency He Recommentage 12 ar If disappro	insfer to local holding insfer to State Recorstroy. Insfer to State Archiver (Specify) instructions apply to ad/Designee (Signal Archiver) indations in parage approved. Indexed, attach letter	g area3 g area, hold ds Center; hold ves for permane ture) State Aud	month(s)	Fiscal Year: Other	Date 10-13-18 Date 11-22-18
These Agency He Recommen	insfer to local holding insfer to State Recorstroy. Insfer to State Archiver (Specify) instructions apply to ad/Designee (Signal Archiver) indations in parage approved. Indexed, attach letter	s area3 g area, hold ds Center; hold ves for permane State Aud Secretary of	month(s)	Fiscal Year: Other	Date /0-/3-1/8 Date